

DELAWARE TRANSIT CORPORATION

POSTING NO. 055-2011

POSITION VACANCY POSTING

DATE OF POSTING March 17, 2010

CLOSING DATE March 25, 2010

METHOD OF APPLICATION: Resume/Cover Letter or Employment Application

INTERESTED EMPLOYEES MUST FILE FOR THIS POSITION BY COMPLETING THE APPROPRIATE BID FORM OR SUBMITTING A LETTER OF INTEREST, EMPLOYMENT APPLICATION AND RESUME TO THE EMPLOYMENT SECTION OF THE HUMAN RESOURCES DEPARTMENT BY 4:30 P.M. ON **March 25, 2010**. POSITIONS COVERED BY COLLECTIVE BARGAINING AGREEMENTS WILL BE AWARDED IN ACCORDANCE WITH THE PROVISIONS AND PROCEDURES CONTAINED IN THE APPLICABLE CURRENT BARGAINING AGREEMENT.

POSITION #: 811 JOB CODE #: 035

POSITION TITLE Training Specialist

PAY GRADE 15 PAY RATE PAY RANGE \$20.577307 - \$27.436410
(MINIMUM TO MAXIMUM)

LOCATION: DISTRICT Statewide

DEPARTMENT: Human Resources

SECTION: Employee Development

CLASSIFICATION: FULL TIME X PART-TIME

CONTRACT: 8FR 8DR 32 N/C X

SCHEDULED HOURS 8:00 AM – 4:30 PM SCHEDULED DAYS: Monday - Friday

SUMMARY OF POSITION:

The Training Specialist is responsible for the administration and presentation of Delaware Transit Corporation bus operation training programs in both classroom and roadway environments, including mechanical operation of the bus, safe driving techniques, street routes, time schedules, DTC policies and procedures, and interpersonal and customer service skills. Other responsibilities include conducting Basic and Advanced Defensive Driving training; research into and development of training curricula based upon industry standards, i.e. National Transit Institute, American Public Transportation Association; developing and conducting complimentary presentations, including instruction at Safety meetings and conferences; implementation of PeopleSoft HR Administration Training Module functionality, including data entry; technical training to support Operations' maintenance programs and training programs for contract drivers and drivers from State of Delaware agencies; assisting in developing and implementing training programs for Delaware Division of Motor Vehicles examiners; serves as a liaison to Operations on training issues, as well as vehicle specification development and testing; refresher training for all bus operators, including defined skill evaluation and remedial training for operators recommended through the Accident Review Committee and/or similar evaluation venues; and auxiliary training, including passenger relations. The Training Specialist provides recommendations and coordinates with transit operators designated as field trainers, as well as exercising considerable follow-up with new drivers upon completion of field training. The incumbent may assist in Career Development Outreach, including BIE Teacher Externship, Career Fairs, and other educational outreach programs; the design and presentation of soft skills training, including interpersonal skills, sensitivity, stress management, Dealing with Difficult People, and Violence in the Workplace programs.

JOB DESCRIPTION: AVAILABLE THRU HR DEPT X

EQUAL OPPORTUNITY EMPLOYER

SEE PREFERRED QUALIFICATIONS ON SECOND PAGE

Note: The position requires a Valid Commercial Driver's License.

Preferred Qualifications:

Please address each Preferred Qualification separately.

1. Experience in planning and developing training programs for adult learners.

Applicants must detail all experience in planning and developing training programs.

2. Experience in conducting classroom instruction.

Applicants must detail all experience in conducting classroom training.

3. Experience in utilizing different computer software programs.

Applicants must detail all experience in utilizing computer software programs.

4. Experience in completing and managing records and reports

Applicants must detail all experience in completing and managing records and reports.

JOB DESCRIPTION: AVAILABLE THRU HR DEPT _____ X _____

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EQUAL OPPORTUNITY EMPLOYER

" Resume must specifically address the skills referenced in each preferred Qualification."

Req.# 701176